



Continuing Education Checklist

Request to attend continuing education PRIOR TO PAYMENT/ATTENDANCE

- 1) Continuing Education request form filled out completely, every line _____
- 2) Discipline Subscription – 3 courses selected you wish to attend _____
- 3) Course(s) detail, including CEU hours applicable _____
- 4) Course/subscription cost _____
- 5) Continuing Education Checklist – all lines checked off _____

Email all the above to Brad Myers (bradm@trinityrehab.net) and Tammy Worden (tammyw@trinityrehab.net) for approval PRIOR to payment/attendance.

Request for reimbursement of continuing education after completion

- 1) Continuing Education request form _____
- 2) Email from Brad approving your request _____
- 3) Expense report completed _____
- 4) Course certification and/or 8 hours of CEU certifications of completion _____
- 5) In-service sign off sheet -minimum of 1 attending _____
- 6) Continuing Education Checklist – all lines checked off _____

Email all of the above to Tammy Worden (tammyw@trinityrehab.net) for reimbursement approval and processing.